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31 October 1963

**MEMORANDUM FOR THE EXECUTIVE DIRECTOR**

1. Please have appropriate action taken to accomplish the following:

- a. Transfer Mr. Huntington Sheldon from DD/I to DD/S&T.
- b. Relieve me as Chairman of the Watch Committee.
- c. Appoint Mr. Sheldon as Chairman of the Watch Committee.
- d. Confirm Mr. Sheldon's continuing assignment as CIA SIGINT Officer.
- e. Confer upon Mr. Sheldon an appropriate title, if such is needed -- perhaps Special Assistant to DD/S&T or something similar.

2. I will take the necessary action to place the position of the Chairman, Watch Committee, at an appropriate place in the Executive Pay Scale.

3. The title, "Personal Rank of Deputy Director" will be kept on the back burner, and will not be used without the specific approval of the Director and then only for short-term assignments for the performance of specific tasks in dealing with matters affecting other agencies.

/s/

M. S. C.

MSC:bec

Orig - Adse (by hand)

1 - ER

✓ 1 - DDCI files

1 - O/DCI (Mr. Elder)

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